




Denali Commission  
510 L Street, Suite 410  
Anchorage, AK 99501

907.271.1414 tel  
907.271.1415 fax  
888.480.4321 toll free  
www.denali.gov

## Denali Training Fund Quarterly Progress Report

Funds for this project are provided by the USDOL and the Denali Commission and managed, in partnership, by the Alaska Department of Labor and Workforce Development.

Name of Organization: Alaska Association of Municipal Clerks EN 796213	
Name of Project: Professional Development Training	366-FF
Reporting Period: July 1 to September 30, 2009	
Contact Person: Betty Svensson	
Contact Number: (907) 586-1325	Email Address: betty@akml.org
Expenditures to date: \$32,699.08	
Certification: I certify that the information in this report is current, correct and true and in accordance with the terms and conditions of the agreement.	
Signed by: 	Dated 9/15/09

### 1. In a few sentences, please describe the scope of your project:

To provide scholarships (covering travel, registration, and room and board) to rural clerks to attend the Northwest Clerks Institute (NCI), accredited by the International Institute of Municipal Clerks. The NCI provides training to not only help rural clerks successfully perform essential local government functions but--- hopefully---give them enough information and tools to keep them in their jobs longer. Trained longevity helps provide some stability and consistency for a community.

### 2. Project Activities for this Reporting Period:

Describe the grant activities that happened during this report period. Include planning, advertisement and/or training performance that occurred this quarter? List any accomplishments achieved. (Attach advertisements if applicable)  
Scholarship recipients turned in receipts for reimbursement. Reimbursements to communities are completed.

**3. Scheduled Project Activities/Important Dates for next quarter:**

Describe your planned activities and training for next few months. Please include important dates like graduation, site visits, travel, job fairs, etc.

None

4. a. How many are in your training program during this reporting period?  
None
- b. How many people have been trained and/or certified to date from this grant?  
15  
(Please complete form below.)

5. Please list complete the list by putting the community to which each individual trained is from, the type of training and certification, the graduation date and who will employ them upon completion of training.

Community where trainee lives	Type of Training/ Service	Type of Certification to be earned/earned	Dates of training	Graduation Date	Employment commitment after training is complete
Port Alexander	PDI	40 points toward certification as Certified Municipal Clerk	5/30/2009	6/5/2009	City of Port Alexander
Kasaan	PDI	40 points toward certification as Certified Municipal Clerk	5/30/2009	6/5/2009	City of Kasaan
Aleknagik	PDI	40 points toward certification as Certified Municipal Clerk	5/30/2009	6/5/2009	City of Aleknagik
Ambler	PDI	40 points toward certification as Certified Municipal Clerk	5/30/2009	6/5/2009	City of Ambler
Napakiak	PDI	40 points toward certification as Certified Municipal Clerk	5/30/2009	6/5/2009	City of Napakiak
Nunapitchuk	PDI	40 points toward certification as Certified Municipal Clerk	5/30/2009	6/5/2009	City of Nunapitchuk
Shishmaref	PDI	40 points toward	5/30/2009	6/5/2009	City of Shishmaref

		certification as Certified Municipal Clerk			
Larsen Bay	PDI	40 points toward certification as Certified Municipal Clerk	5/30/2009	6/5/2009	City of Larsen Bay
Adak	PDI	40 points toward certification as Certified Municipal Clerk	5/30/2009	6/5/2009	City of Adak
McGrath	PDI	40 points toward certification as Certified Municipal Clerk	5/30/2009	6/5/2009	City of McGrath
Nuiqsut	PDI	40 points toward certification as Certified Municipal Clerk	5/30/2009	6/5/2009	City of Nuiqsut
Galena	PDI	40 points toward certification as Certified Municipal Clerk	5/30/2009	6/5/2009	City of Galena
Gustavus	PDIII	40 points toward certification as Certified Municipal Clerk	6/14/2009	6/19/09	City of Gustavus
Seldovia	PDIII	40 points toward certification as Certified Municipal Clerk	6/14/2009	6/19/09	City of Seldovia
Gambell	PDII	40 points toward certification as Certified Municipal Clerk	6/7/2009	6/12/09	City of Gambell

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Please copy and use another sheet if you need more spaces.

6. Please identify any problems or changes in your training project that will affect the budget, scope or timeline of the project. Is your training on schedule? What are the reasons for any difficulties or delays? Are you over budget/under budget? Have you had to change the initial scope?

Please provide an explanation to this change and your resolution to the variance.

Sixteen Clerks were awarded and received training as planned. However, one Clerk did not fully understand that she could not purchase tickets or pay for training before the grant was awarded and signed. She was therefore not eligible for reimbursement.

7. How are you or will you be evaluating the individuals being trained to ensure competency, skill level and understanding? (Testing, assessment, etc)  
All students are required to complete a Knowledge Transfer Action Plan (KTAP), the assessment method used to determine successful completion of training.

8. Please identify areas that we can assist you in the future.  
Please continue to provide grant funds to rural communities. Without these funds, many clerks would not be able to attend training necessary to keep up with their day to day challenges. Thank You!!!